

CONDITIONS OF EMPLOYMENT TEMPORARY EMPLOYMENT

You have accepted a temporary appointment with a NOT to Exceed expiration date. To help you understand what this means to you, few facts about your employment are listed below:

1. Your job is a temporary one. There is no guarantee as to how long you may be employed. It may be a few days or a few months.
2. If your temporary appointment is:
 - a. Over 90 days, you will earn Annual and Sick Leave and may take the leave as it is credited if approved by your supervisor or allow it to accrue.
 - b. Less than 90 days, you NOT earn Annual Leave but you will earn Sick Leave.
 - c. Intermittent, no prescheduled regular tour of duty, you will NOT earn Annual or Sick Leave.
3. As a Temporary employee:
 - a. Working on a part-time or full-time work schedule, you are eligible for health insurance, at the full chargeable rate, after completing one year of continuous service.
 - b. You will not be covered by the Civil Service Retirement System but will be covered by Social Security.
 - c. If you are currently entitled to health benefits and you have a three day or less, break in service, you may be entitled to receive health benefits.
4. As a temporary employee, you will not be considered for promotion, reassignment, etc.
5. Selective Service Registration: If you are a male between the ages of 18 and 26 (with certain exceptions) and wish to be employed by the federal government you must be registered with the Selective Service System.

Thank you for helping us during a period of special need. We hope your employment here is a satisfying and rewarding experience.

I UNDERSTAND THE CONDITIONS OF EMPLOYMENT

Legal Signature (Please use ink)

Date

Employee Name (Please Print)